

Message Text

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FM AMEMBASSY ANKARA

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E.O. 11652: NA

TAGS: CENTO

SUBJECT: CENTO ECONOMIC COMMITTEE MEETING, WASHINGTON, DC

16-18 MARCH 1976

1. EMBASSY HAS RECEIVED COMMUNICATION FROM CENTO SECRETARIAT REQUESTING ADMINISTRATIVE SUPPORT FROM STATE DEPARTMENT OFFICE OF INTERNATIONAL CONFERENCES FOR CENTO ECONOMIC COMMITTEE MEETING SCHEDULED TO TAKE PLACE WASHINGTON, DC 16-18 MARCH 1976.

2. QUOTE:

A. ACCOMMODATION

1. HOTEL ACCOMMODATION: THIS HAS ALREADY BEEN RESERVED FOR THE SECRETARIAT PARTY AT THE METROPOLITAN HOTEL, 1143 NEW HAMPSHIRE AVENUE NW FOR THE PERIOD OF THE CONFERENCE. DELEGATIONS OF MEMBER GOVERNMENTS HAVE BEEN ASKED TO MAKE THEIR OWN RESERVATIONS EARLY BECAUSE OF THE BICENTENNIAL SHORTAGE.

2. OFFICE AND CONFERENCE ACCOMMODATION:
THE REQUIREMENTS ARE:

I) CONFERENCE ROOM - THIS SHOULD HAVE A CONFERENCE TABLE LARGE ENOUGH TO SEAT 30 DELEGATES, PLUS ADDITIONAL SEATING FOR A FURTHER 15 "OBSERVERS": AMPLIFICATION EQUIPMENT ADEQUATE FOR THE CONFERENCE ROOM; AND A "DOCUMENTS" TABLE APPROXIMATELY 10 FEET BY 3 FEET.

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II) A LOUNGE OR ANTE-ROOM FOR THE DELEGATES IN WHICH THEY CAN HAVE

LIGHT REFRESHMENTS (COFFEE/TEA) OR RELAX WHEN NOT IN SESSION.
IF POSSIBLE, IT SHOULD CONTAIN A RACK OF PIGEON HOLES FOR THE
DELEGATES DOCUMENTS AND MAIL.

III) D.S.UV. (E)'S ROOM - AN OFFICE CONTAINING A DESK AND A FEW
CHAIRS PLUS A SMALL CONFERENCE TABLE TO SEAT SIX.

IV) SECRETARIAT OFFICERS' ROOM - CONTAINING 3 DESKS, SOME CHAIRS,
A SECURITY CUPBOARD AND A MANUAL TYPEWRITER.

V) TYPE POOL - 3 DESKS WITH TYPING STOOLS, 3 ELECTRIC TYPEWRITERS
PLUS ONE OR TWO CHAIRS.

VI) DOCUMENT OFFICE - (PREFERABLY ADJACENT TO THE CONFERENCE ROOM) -
ONE DESK AND CHAIR, ONE COLLATING TABLE/BENCH AND ONE SECURITY
CUPBOARD.

VII) DUPLICATING ROOM - CONTAINING DUPLICATING MACHINE AND, IF
POSSIBLE, PHOTOCOPY MACHINE (FACILITIES FOR PHOTOCOPYING WILL, IN
ANY CASE, BE REQUIRED).

3. CATERING FACILITIES: WOULD BE GRATEFUL FOR CONFIRMATION
THAT THERE ARE CAFETERIA/DINING FACILITIES WITHIN THE BUILDING OR
ALTERNATIVELY WITHIN EASY ACCESS FOR BOTH DELEGATES AND SECRETARIAT
STAFF. THIS IS OF PARTICULAR IMPORTANCE TO THE SECRETARIAT STAFF,
WHO WILL BE WORKING DURING NORMAL LUNCHTIMES AND IN THE EVENINGS UP
TO ABOUT 8 PM.

B. SUPPORT STAFF

THE SECRETARIAT PARTY WILL INCLUDE ONE SHORTHAND/TYPIST AND ONE
DOCUMENTS OFFICER. IT IS REQUESTED THAT THE SERVICES OF TWO
ADDITIONAL STENOGRAPHERS AND ONE DUPLICATOR
OPERATOR BE MADE AVAILABLE. AS YOU PROBABLY KNOW THE SECRETARIAT
HAS TO PREPARE DOCUMENTS (SUCH AS SUMMARY RECORDS) AFTER EACH
SESSION FOR PRESENTATION THE FOLLOWING MORNING TO THE DELEGATES.
THIS REQUIRES TYPING AND DUPLICATION TO BE UNDERTAKEN FROM THE NORMAL
CLOSE OF THE SESSION UNTIL THE WORK IS COMPLETE - USUALLY 7 OR 8 PM.
THE SUPPORT STAFF WILL BE REQUIRED TO WORK ALONG WITH OUR OWN STAFF
AND SHOULD BE AVAILABLE TO US FROM 8 AM MARCH 16 UNTIL THE CLOSE OF
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THE WORK ON MARCH 18.

C. LANGUAGE

THE WORKING LANGUAGE OF THE MEETING IS ENGLISH AND NO TRANSLATING OR
INTERPRETATION FACILITIES ARE NORMALLY REQUIRED.

D. OFFICE EQUIPMENT AND SUPPLIES (ADDITIONAL TO PARA A.2 ABOVE)

I) CONFERENCE ROOM - GAVEL, TABLE BLOTTERS, NOTE PAPER, PENCILS ETC.

II) TYPING POOL - STENCILS, WHITE PAPER, CORRECTION FLUID, STAPLERS AND STAPLES, ERADICATOR FLUID (OR TYPING RUBBERS), SHORTHAND BOOKS, PENCILS, ETC.

III) LOUNGE/ANTE ROOM - NOTE PAPER, PENCILS ETC.

IV) D.S.G. (E)'S ROOM- NOTE PAPER ETC.

V) SECRETARIAT OFFICERS ROOM - DRAFTING PAPER, TYPING PAPER, PENCILS STAPLERS, ETC.

VI) DOCUMENTS ROOM - HEAVY DUTY STAPLERS (TO PIN UP TO 20 SHEETS TOGETHER), HEAVY DUTY PUNCH, PENCILS ETC.

N.B. - SOME DOCUMENTS WHICH ARE STENCILLED AT THE MEETING NEED TO BE REPRODUCED AGAIN IN ANKARA AND FOR THIS REASON WE PREFER TO BE SUPPLIED WITH STENCILS WHICH CAN BE RE-USED ON A RONEO MACHINE - IF THESE ARE AVAILABLE IT WOULD BE MUCH APPRECIATED.

THE CENTO DOCUMENTS OFFICER WILL BRING TO WASHINGTON THE DELEGATION NAME PLATES, SMALL NATIONAL FLAGS (ST STAND ON CONFERENCE TABLE) AND CENTO HEADED PAPER SUFFICIENT FOR OUR REQUIREMENTS. SHALL BE MOST GRATEFUL FOR AN EARLY INDICATION OF ANY OF THE ITEMS LISTED ABOVE WHICH WILL NOT BE AVAILABLE AND WHICH WE SHOULD ALSO BRING WITH US.

E. WORKING HOURS

IT IS EXPECTED THAT THE SESSIONS OF THE MEETING WILL BE HELD AT THE FOLLOWING TIMES:

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TUESDAY 16 MARCH 10 AM TO 12:30 AND 2:30 TO 5 PM.

WEDNESDAY 17 MARCH 9:30 AM TO 12:30 AND 2:30 TO 5 PM.

THURSDAY 18 MARCH 9:30 AM TO 12:30 PM (AFTERNOON SESSION IF NECESSARY).

F. IDENTIFICATION

IT IS ASSUMED THAT SOME SORT OF IDENTITY CARDS WILL NEED TO BE ISSUED TO BOTH SECRETARIAT STAFF AND TO THE DELEGATES. NAMES OF THE DELGATIONS WILL BE MADE AVAILABLE TO YOU AS SOON AS POSSIBLE, BUT IN THE MEANWHILE, THE PRESENT SECRETARIAT PARTY MAKE-UP IS AS FOLLOWS:

MR. MORRIS #. CRAWFORD, DEPUTY SECRETARY GENERAL (ECONOMIC)

MR. HASAN BALUCH, CHIEF ECONOMIC SECRETARY

MR. FREDERICK A. CLARK, ASSISTANT ECONOMIC SECRETARY

DR. GEOFFREY R. AMES, SCIENTIFIC SECRETARY
MR. SEVINC KISLALI, DOCUMENT OFFICER
MRS. TONI CROSS, SECRETARY TO D.S.G. (ECON)
G. AIRPOT CLEARANCE AND TRANSPORTATION

WHILST IT IS UNDERSTOOD THAT IT MAY NOT BE POSSIBLE TO LAY ON
TRANSPORTATION FOR THE SECRETARIAT STAFF FOR THE WHOLE PERIOD OF
THE MEETING IT WILL BE APPRECIATED IF THE MAIN PARTY WHO EXPECTS TO
ARRIVE AT DULLES AIRPORT ON MARCH 14, 1976, COULD BE MET AND
GIVEN "SEE THROUGH" FACILITIES AT THE AIRPORT SINCE THERE WILL
BE A CERTAIN AMOUNT OF CLASSIFIED MATERIAL AMONG THEIR BAGGAGE.
TRANSPORTATION FROM DULLES TO THE METROPOLITAN HOTEL ON ARRIVAL AND
BACK TO THE AIRPORT ON DEPARTURE WOULD ALSO BE GRATEFULLY APPRECIATED
FOR THE SAME REASON. FLIGHT DETAILS WILL BE NOTIFIED AS SOON AS
THESE ARE CONFIRMED. END QUOTE.

3. PLEASE ADVISE NAME OF DELEGATION LIAISON OFFICER.
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